

## Online Paper Submission Instructions



To submit your paper you will need your ASA ID and Password to log into the system. If you do not have an ASA ID then you may create one by clicking [here](#).

The online submission system is a data entry system. Please refrain from using the Browser's "back" button. To protect the data from corruption the browser's back button will take you to the last "safe" (non data entry page) that was visited. To save the information be sure to click the "Accept and Continue" button. These instructions begin once you log-in and select "Access Online Paper Submission System"

1. Select "*Submit or Edit a Proposal*".
2. After reading the information in the grey box, select "*Submit a New Proposal*".
3. Select the title of the first session you would like your paper to be reviewed. (**Please note:** *the list of topics are in alphabetical order. Section sessions are listed in the "S" portion of the list.*)
4. Select the Proposal Type. In most cases it will be "*Paper*". You will see "*Poster*" or "*Informal Discussion Roundtable*" when selecting those types of sessions.
5. **Review the Author Agreement.**



6. Fill in the following components of your paper submission. You may copy and paste your information into the boxes.

- ✚ Paper Title
- ✚ Abstract
- ✚ Keywords
- ✚ Second Session Choice
- ✚ Forward to Roundtable?
- ✚ Special Requests

7. Once you're done entering the information select "*Accept and Continue*"

8. Insert any additional authors. Your name is automatically listed first. if you have additional authors to add please do the following:

- ✚ Insert the Last Name in the text box "Add/Search for additional Authors by last name".
- ✚ Select "*Search for Author*"
- ✚ Scroll down to the co-author's name
- ✚ Select "*Add*" to the right of the name
- ✚ Change Author Order (if necessary)
- ✚ Change Presenting status (if necessary)

Be sure to spell the last name correctly. If the name does not appear you may add the person to the submission database by clicking "*Add Unlisted Authors*" at the bottom of the webpage. You will need to know the additional author's first and last name, affiliation, and email address.

9. Once you've entered the Author information select "*Accept and Continue*"



10. Select the Audio Visual Equipment that you will need to present your paper. If you will not be using any then select "*Accept and Continue*". (**Please note: LCD projectors are available in each room. Presenters must provide their own laptops.**) **AV Restriction.** No audio-visual or tape recording equipment is supplied or permitted at any of the Roundtable and Poster Sessions.

- 11.** Review the Submission Summary page.
- 12.** If you have any Supporting Documents select "*Upload Supporting Documents*".
- 13.** Select "*Upload a Proposal*" to upload your paper. Browse your computer for your Submission then Select "*Upload and Continue*"
- 14.** You have completed the paper submission process! You will receive an e-mailed confirmation for your records.

**The 2010 Submission Deadline is January 13, 2010, 3pm EST.**